

## SYED MUHAMMAD SHAYAN

INVENTORY MANAGEMENT  
LOGISTIC HANDLING  
DEMAND/SUPPLY PLANNING  
PROCUREMENT (PO & PR)  
TRANSPORTATION MANAGEMENT  
PACKAGING & DESIGN PLANNING  
PROJECT COORDINATOR



### OBJECTIVE

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.




### WORK EXPERIENCE

<b>Emirates Computers EST</b> Abu Dhabi, United Arab Emirates	Apr 2024 – To Date
<ul style="list-style-type: none"><li>➤ Clients engagement</li><li>➤ Tender proposal</li><li>➤ Dispatch and Delivery Planning</li><li>➤ Customer relationship management</li></ul>	
<b>ChaseUp Pvt Ltd.</b> Karachi, Pakistan	May 2023 – Jan 2024
<ul style="list-style-type: none"><li>➤ Responsible for Demand/ Supply planning</li><li>➤ Purchasing</li><li>➤ Budgeting</li><li>➤ Vendor negotiation</li><li>➤ Inventory management</li></ul>	
<b>Master Uniform</b> Karachi, Pakistan	Aug 2022 - May 2023
<ul style="list-style-type: none"><li>➤ Sourcing</li><li>➤ Purchasing</li><li>➤ Budgeting</li><li>➤ Demand patterns</li></ul>	

### INTERNSHIP

<b>NAFFCO</b> Dubai, UAE	May 2022 - July 2022
<ul style="list-style-type: none"><li>➤ Local/Foreign Purchasing</li><li>➤ Execution of various activities such as raw material supplies for various vehicles used in manufacturing.</li><li>➤ Quotation follow-ups and proposal proposed.</li><li>➤ Entering information on Oracle to generate Purchase Order (PO)</li><li>➤ Distribution and channel management.</li></ul>	

## SOFTWARE KNOWLEDGE

-  MS OFFICE
-  SAP
-  Oracle E-Business Suite

## EDUCATION

INSTITUTION	QUALIFICATION	YEAR
Institute Of Business Management, Karachi, Pakistan.	BBA (Supply Chain)	2023
Islamiya English School, Abu Dhabi, UAE.	A-Levels (Commerce)	2019
Islamiya English School. Abu Dhabi, UAE.	O-Levels (Science)	2017

## PERSONAL INFORMATION

Marital status: **Single**

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Visa Status: **Employment**

Location: **ABUDHABI, UAE**

